

BYE LAW 3 – Clubs & Societies Forum

There will be a Clubs and Societies forum on the following sites:

- Cambridge
- Chelmsford

Forums may be developed and started on new campuses where applicable and deemed necessary.

Forums may also be held online if applicable due to nature of placements etc, in the style of polling, surveys and online discussion boards.

3.1 Membership

The forum is made up of the following people with voting rights:

- 3.1.1 The Experience Officer (campus specific)
- 3.1.2 The Relevant Clubs Rep (campus specific)
- 3.1.3 The relevant Societies Rep (campus specific)
- 3.1.4 The Captain/President or Nominee from each constituted Club/Society (where applicable)
- 3.1.5 Proxy membership may also be used if members cannot attend.

Only one member of each Club or Society will be given voting rights at the time of the Meeting.

3.2 The Forum may also be attended by the following people without voting rights:

- 3.2.1 Student Activities Coordinator
- 3.2.2 Any Student member of any Club or Society
- 3.2.3 Other Students' Union Student Activities department staff where applicable
- 3.2.4 Any member of the Students' Union
- 3.2.5 Other Students' Union Staff when required, as decided by the Chair of the Forum

3.3 The Experience Officer (Campus Specific) shall act as Chair without voting rights, unless a vote is a tie, when the Chair shall have casting vote.

3.4 If the Experience Officer cannot attend the meeting, either the Club Rep or the Society Rep (campus specific) shall act as Chair. Rules on voting shall then apply to the appointed Chair, allowing them to vote only in the event of a tie.

3.3 Quoracy

The quorum for Forum shall be 50%+1 of the total voting membership for that Forum. If quoracy is not reached, then discussions may be held online via the Union website in the style of surveys, polls, or discussion boards.

3.4 Function

The Clubs and Societies Forum shall:

- 3.4.1 Advise Union Council on matters relating to student activities.
- 3.4.2 Make decisions on policies relating to Clubs and Societies within the Students' Union.
- 3.4.3 Provide a forum for discussion on issues such as Clubs and Societies activities, changes to competition structure, changes to Students' Union policies, the development of Student activities and Union wide activities.
- 3.4.4 Provide a forum for discussion on events such as Clubs and Societies Ball, Varsity, fundraisers, Tour and Anglia Cup etc

3.5 Arrangements for Clubs and Societies Forum and Emergency Clubs and Societies Forum Meetings

- 3.5.1 The Forums shall meet monthly during term time.
- 3.5.2 Emergency Forum meetings can be called by the Chair or by receipt of the Chair of the relevant forum a written request by:
 - 3.5.2.1 Any member of the Executive Committee for the relevant campus
 - 3.5.2.2 15 representatives of Clubs or Societies of the relevant campus
 - 3.5.2.3 Clubs and Societies Forum and Emergency Clubs and Societies Forum Meetings shall be held in accordance with the Articles and the standing orders of the Students' Union.

BYE LAW 5 – Clubs and Societies

5.0 Rules

5.0.1 Any Club or Society shall be recognised by the Union provided that:

- The club or society must provide a minimum of 3 founding or elected committee members to begin the club or society.

5.0.2 Those proposing the Club or Society must present a Clubs and Societies Start up Pack. The pack shall include:

- 5.0.2.1 The name of Club or Society;
- 5.0.2.2 The constitution, aims and objectives;
- 5.0.2.3 Regulations relating to membership eligibility and conduct;
- 5.0.2.4 Provision for the election of a committee of officers;
- 5.0.2.5 Provision for general meetings of all members of the Club/Society

5.0.3 Those proposing the Club or Society must submit a Risk Assessment and an Equality Impact Assessment for the activities they wish to participate in alongside their clubs and societies start up pack

5.0.4 The Club or Society must present a membership fee of:

- 5.0.4.1 minimum £3.00 per member for Clubs
- 5.0.4.2 minimum £3.00 plus VAT per member for Societies

5.0.5 Once the constitution is approved by the campus Experience Officer, the Club or Society is then considered pending. The club/society has a month from the date the constitution is approved to reach the threshold of 15 members. Up until the threshold is met, the club or society will remain pending and only eligible to apply for advertising and refreshment costs within the grant process. An extension of this may be granted by the campus specific Experience Officer, if the aims and objectives of the club or society uphold the principles of the Equalities Act of 2010.

Once this threshold has been reached you will be officially recognised as a club or society of the Students' Union via confirmation from a Students Union officer or member of staff.

5.0.6 The recognition of a Club or Society will be refused if:

- 5.0.6.1 Forms have not been fully completed or insufficient membership funds have been paid into the membership account.
- 5.0.6.2 There is already a Club or Society in existence with the same aims and objectives as the one proposed.
- 5.0.6.3 The aims or objectives of the proposed Club or Society are unlawful.
- 5.0.6.4 The aims and objectives of the Club or Society contravene any part of the Articles of the Students' Union or Equal Opportunities Policy.
- 5.0.6.5 If a Club or Society is found to be discriminating they will become subject to the Student Activities Disciplinary Procedure/ Students' Union Disciplinary Procedure.

5.0.7 The Club or Society sends at least one representative to the Club and Society Forum.

- 5.0.8 Clubs and Societies should always recruit students currently registered with Anglia Ruskin University.
- 5.0.9 Non-students may only join a Students' Union Club or Society if:
- 5.0.9.1 The Club or Society committee approve of non-student participation
 - 5.0.9.2 This does not result in disadvantage to student members of the Club or Society
 - 5.0.9.3 Non-students observe and adhere to the Articles and rules specified by the Students' Union
 - 5.0.9.4 Non-students will not be allowed to participate in League matches or representational sports such as BUCS, SESSA or Collegiate Leagues.
- 5.0.10 Non-students may only compete for the Students' Union registered Club when all the following criteria are met:
- 5.0.10.1 The League clearly states that non-student participation is permitted.
 - 5.0.10.2 The Club committee approve of non-student participation in competition.
 - 5.0.10.3 Non-students observe and adhere to the Constitution and rules specified by the relevant league.
 - 5.0.10.4 A student member must never be substituted with a non-student member when a student is available and fit. Non-students will not be allowed to participate in the activity if this results in a registered student being excluded.
- 5.0.11 All income and expenditure must be shown through the Club or Society Membership or Grant account held by the Students' Union.
- 5.0.12 A Club or Society may not operate an external bank or building society account. Should a Club or Society be proven to hold an external account the Club or Society committee members will be subject to the Student Activities Disciplinary Procedure.
- 5.0.13 All requests for money must have receipts or an invoice attached or they will be denied.
- 5.0.14 All accounts held on behalf of a Club or Society must stay in credit. Failure to stay in credit will result in the account being frozen and the loss of benefits attributed to the Club or Society. Any accounts that are overdrawn from the previous year must be cleared before any grant is allocated to the Club or Society.
- 5.0.15 No Club or Society shall be run for the profit of any member or members.
- 5.0.16 The committee and members of a Club or Society shall not receive personal payment or personal gain either directly or indirectly for their services.
- 5.0.17 All committee members have a Duty of Care towards their members and are ultimately responsible for ensuring that the Club or Society operates in the safest way possible.
- 5.0.18 If a person has been injured because of another persons negligence and that negligence can be proved they may seek financial compensation under civil law. If such an incident should occur the committee members will also be subject to the Student Activities Disciplinary Procedure.

5.0.19 All Clubs and Societies are required to submit risk assessments. Failure to submit a completed risk assessment form will result in suspension of Club or Society activities and rights to SU privileges.

5.0.20 The Club or Society must hold an AGM to elect the committee for the following academic year.

5.0.20.1 The meeting must be quorate, which is 50% + 1 of the total membership of the Club or Society.

5.0.20.2 A democratic vote must occur in order for the Club or Society to be recognised by the Students' Union.

5.0.20.3 Non-student members can not vote in the AGM.

5.0.21 The recognition of a Club or Society may be withdrawn or suspended by the Student Activities Department in the event of:

5.0.21.1 Evidence of contravention of the Club or Society constitution.

5.0.21.2 Evidence of contravention of the Clubs or Society Schedule of the Students' Union Articles.

5.0.21.3 Evidence of contravention of the Clubs or Society Handbook, and other relevant policies.

5.0.21.4 Evidence of financial mismanagement

5.0.21.5 Failure to send a representative to the relevant Club and Society Forum, four times without sending apologies with a reasonable excuse for absence accepted by the Experience Committee.

5.0.22 In the event of such evidence being made available to the relevant Experience Officer :

5.0.22.1 The site specific Experience Officer or nominee Officer shall notify the President, Secretary and Treasurer of the Club or Society concerned.

5.0.23.2 The site specific Experience Officer or nominee Officer shall invite the President, Secretary and Treasurer of the Club or Society to speak at the meeting of the Site Experience Committee where the matter is to be discussed.

5.0.22.2 The committee of the Club or Society concerned shall put together a proposal to be presented for consideration at the Union Council. This shall be circulated 5 days before the date of the meeting.

5.0.23 The Experience Council shall discuss the issue and decide by secret ballot:

5.0.23.1 that the Club or Society recognition be withdrawn

5.0.23.2 that the Club or Society recognition be suspended for a specific period of time

5.0.23.3 that there is no case to be heard and charges will be dropped

5.0.23.4 that the Club or Society continues with sanctions

5.0.23.5 to accept the proposal from the Experience Officer

5.1 Grant Allocation

Allocation of grants to Clubs and Societies will be allocated and approved by the Grants Sub Committee of the Site Experience Committee.

5.2 Membership of Grants Sub Committee

The Grants Sub Committee is made up of the following people with voting rights:

- 5.2.1 Experience Officer (of relevant campus)
- 5.2.2 Student Opportunities Manager
- 5.2.3 Clubs Rep(of relevant campus)
- 5.2.4 Societies Rep (of relevant campus)
- 5.2.5 Student Activities Coordinator (of relevant campus)
- 5.2.6 The Grants Sub Committee may also be attended by the following people with no voting rights:
 - 5.2.6.1 Other Students' Activities department staff where applicable.
 - 5.2.6.2 The Treasurer or a representative of the committee

5.3 Quoracy

The quorum for the Grants Sub Committee shall be 2 members with voting rights.

5.4 Allocation Process

5.4.1 The grant allocation will consider the status of the club or society as pending or official; the number of people participating in the Club or Society, its attendance at Students' Union activities (such as General Meetings and Club and Society Forum meetings), its conduct as a representative of the Students' Union and the University and also the reasons for which the grant was requested.

5.4.2 The allocation procedure must also leave money available for any Club or Society that may wish to form in the future.

5.4.3 Other rules regarding the grant process, and what can and can not be granted for, can be found in the relevant Club or Society Handbook.

5.4.4 Once allocated, the grant allocation will be submitted to the Student Opportunities Manager for approval.

5.4.5 The Students' Union retains ownership of any equipment purchased with grant money.

5.4.6 All Students' Union owned equipment will be logged on an inventory list held by the Student Activities Department and will be audited once a year.

5.5 Deductions of Grants

The following activities may result in a deduction of grant:

5.5.1 Absence from two Club and Society Council meetings without reasonable excuse will result in the deduction of 10% of the original amount of the club or society's grant from their remaining grant monies.

5.5.2 All unspent grant monies will be reclaimed at certain times of the year to enable extra rounds of grant requests (example 2nd Semester).

5.6 Appeals

Appeals against the deduction of grant amounts must be made by placing an appeal in writing to the campus Experience Officer who will then put the appeal to the next meeting of the Campus Experience Committee.